

User Manual Guide



TIME ATTENDANCE MANAGEMENT SOFTWARE NEPALI

Short Cut Keys

Functions	Short Keys
Save	Ctrl + S
Delete the Selected Data	Ctrl + D
Refresh	Ctrl + F5
Close the Form	ESC
Generate Report	Alt+ G
Report Menu	Alt + R
Master Setting	Alt + M
Setting Menu	Alt + S

Steps on Software

1. [Create Fiscal Year](#)
2. [Add Employee](#)
3. [Add Holiday](#)
4. [Add Leave \(*this leave is for only paid leave, for unpaid leave do not enter the value.*\)](#)
5. [Add Weekends](#)
6. [Add Devices](#)
7. [Select the device and Click on download logs](#)
8. [Generate report](#)
9. [View Report](#)
10. [Absent posting and forget Attendance Posting](#)
11. [Leave Posting](#)

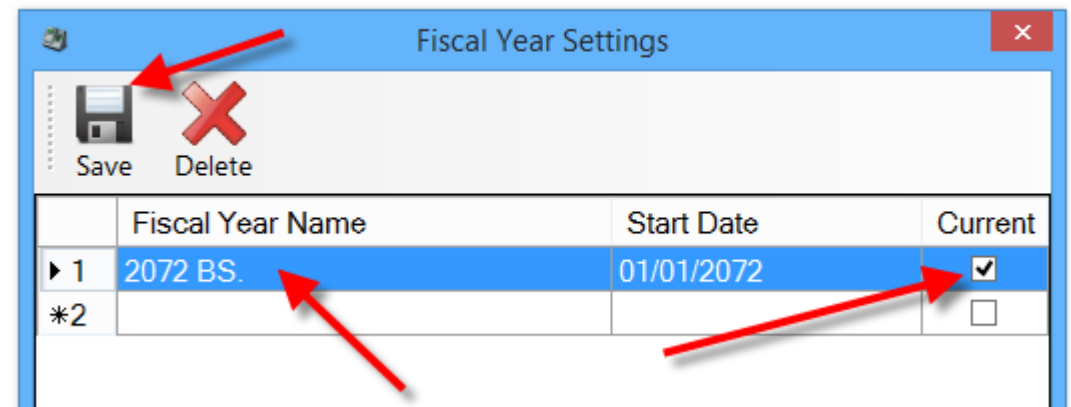
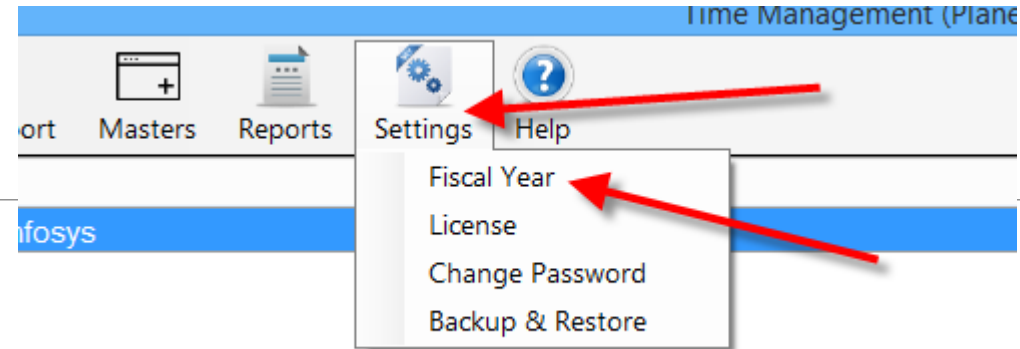
Creating Fiscal Year

- Click on Setting (short cut key, Alt+S)
- Click on Fiscal Year
- Double Click on Grid and Add Fiscal year in Nepali date and Click on Current
- Click on Save button { Short Cut Key : ctrl + S }

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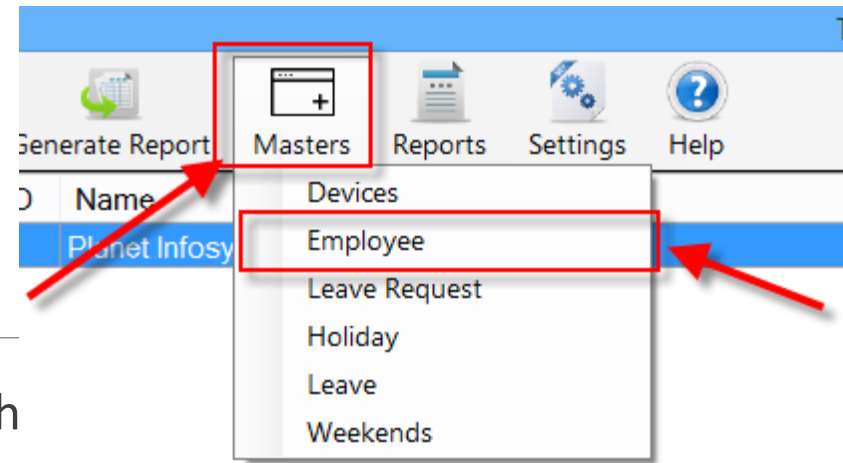
For Deleting the fiscal year

- Select the Fiscal year in Grid
- Click on Delete { short cut : ctrl + D }



Adding Employee

- Click on Master Menu or (Alt + M)
- Click on Employee
- Type Employee Name, Device use id, Join date and Ch
- Click on Save or (Ctrl + S)

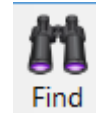


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- ✓ **Editing Employee** : Double Click on Grid, edit the details and Save
 - ✓ If employee is not working, then just edit that employee and Tick of Active

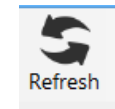


- ✓ **Deleting Employee** : Select the Employee in Grid and click on Delete or(Ctrl+D)

- ✓ **Searching Employee** : Click on **Find** or press **F5**




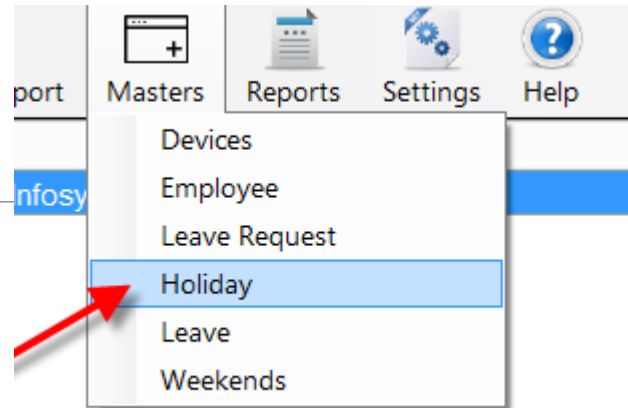
- ✓ **Refreshing the staff list** : click on **Refresh** Button or press **Ctrl+f5**



- ✓ **Close the Form** : Press **Esc**

Add Holiday

- Click on Master Menu or (Alt + M)
- Click on Holiday
- Type Holiday Name
- Select the Date
- click on Save  or Ctrl + S



Editing the Holiday : select the holiday and double click on it

Deleting the Holiday : Select the holiday and click on **Delete**  or Ctrl + D

Adding Leave

➤ Click on Master Setting (Alt +M)

➤ Click on Leave

➤ Type Leave type

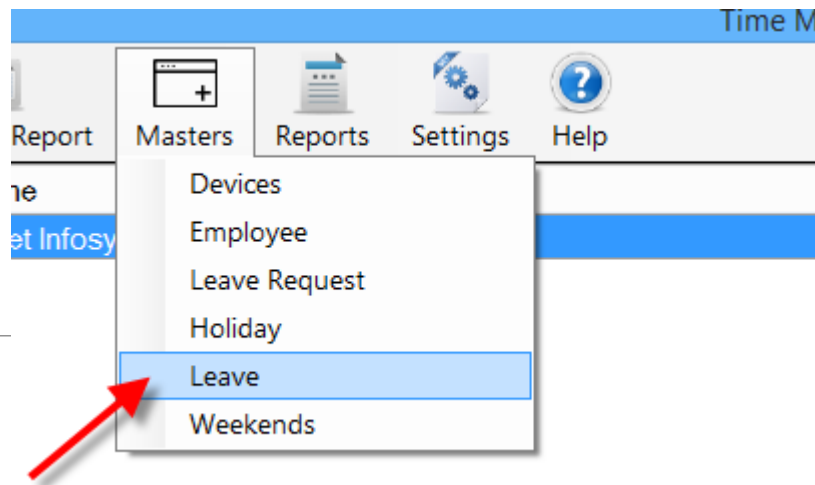
➤ Input only paid leave not unpaid leave. Suppose the company is providing 30 days Paid Home leave then add in leave type else no need to add leave it will count as absent unpaid

➤ Click on Save or Ctrl + S

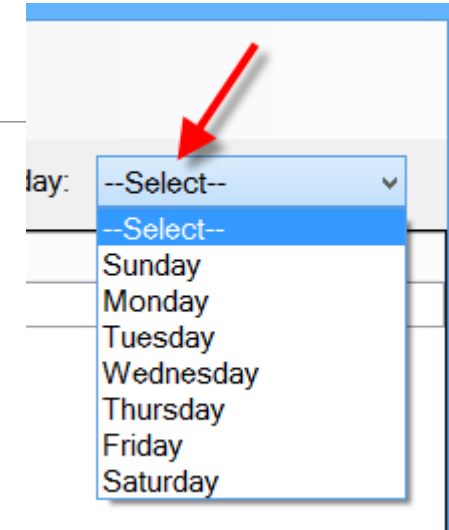
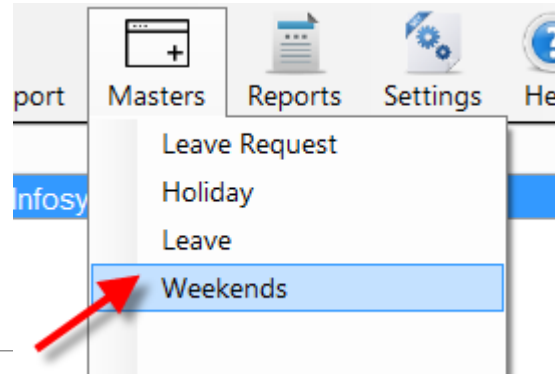
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Editing the leave : Select the leave type in Grid, and double click on it, edit and save

Deleting the Leave : Select the leave type in grid, and click on **delete** or **Ctrl +D**



Adding Weekend



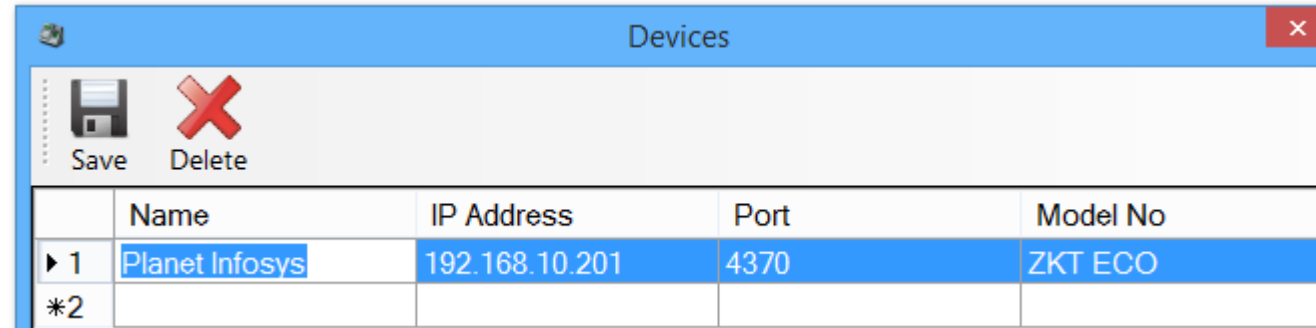
- Click on **Master Menu (Alt + M)**
- Click on Weekends
- Select the Weekend day
 - If the company have weekend for Saturday for all staff, then select Saturday and Click on **Map All**.
 - *This will allow Saturday as weekend to all Staff*
 - If there are few staff have any another day as weekend, then select the staff name, select the weekend

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Editing the Staff Weekend : Double click on Grid, Select the weekend Day, and click on **Save (Ctrl + S)**

Adding Devices

- Click on **Master Menu**
- Type Name, IP Address, Port
 - directly put the value in grid and use **Tab** button for next column.
 - Default port is 4370 put this and ip according to your network ip range, put in the device and same ip in this software also.
- Click on Save or Ctrl + S




	Name	IP Address	Port	Model No
▶ 1	Planet Infosys	192.168.10.201	4370	ZKT ECO
*2				

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Edit the Device : Double click on the Grid and just update the data and **Save or Ctrl+S**


Delete the Device : Select the device that need to be delete, click on **Delete** button or **Ctrl + D**

Downloading Logs from Device


- Mark Tick on the device.
- Click on Download Logs
 - or Ctrl + D




Download Logs




Generate Report




Masters



Reports



Settings



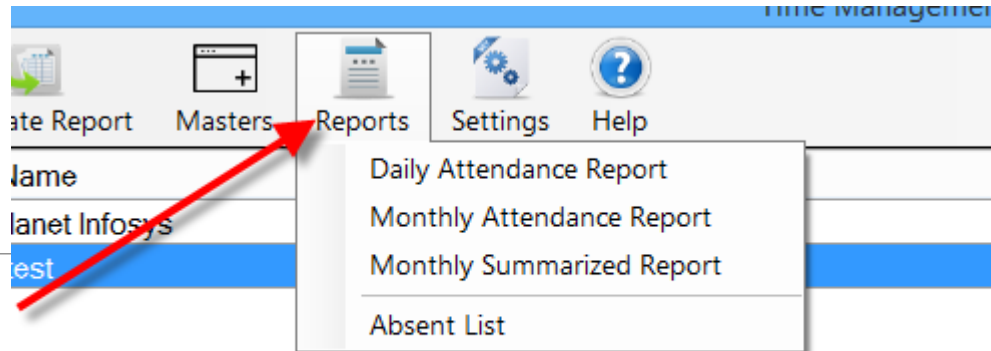
Help

		DeviceID	Name
1	<input checked="" type="checkbox"/>	1	Planet Infosys
2	<input checked="" type="checkbox"/>	5	stest

- After Download Logs, always Click on **Generate Report (Alt + G)**
 - *Every time when you download the logs, or changes in Weekend, Holiday, leave, Generate Report should be click.*

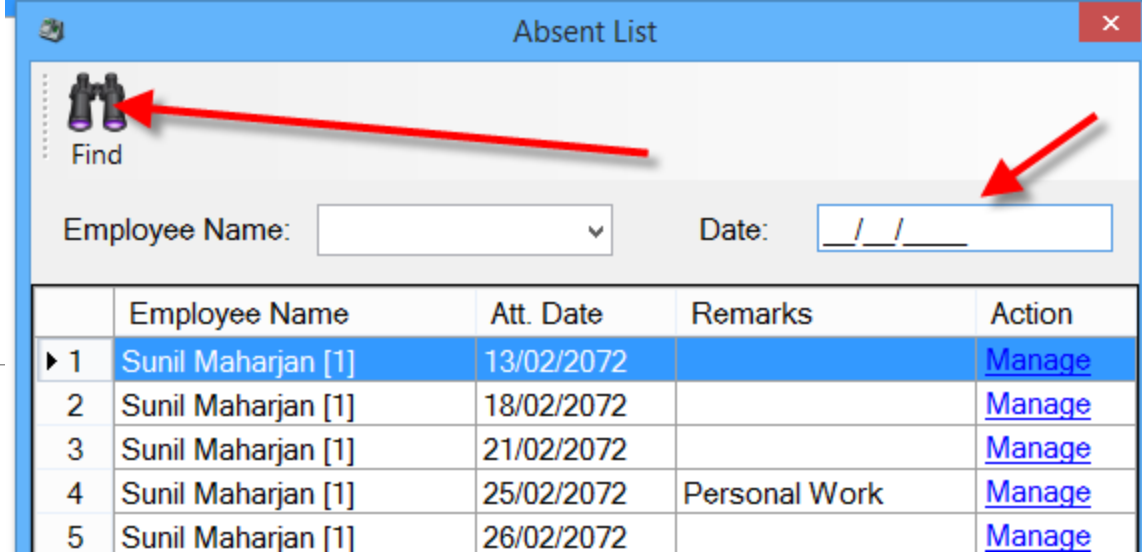
View Report

- Click on Report or Alt + r
- View Daily attendance
- View Monthly attendance report
- Monthly summarized report

A screenshot of a 'Daily Attendance Report' dialog box. It features a title bar with a close button. The main area contains a 'Date' field with the value '06/03/2072', an 'Employee Name' dropdown menu, and a 'Status' dropdown menu. The 'Status' dropdown is currently open, showing options: 'All', 'Present', and 'Absent'. A 'Close' button is located at the bottom right of the dialog box.

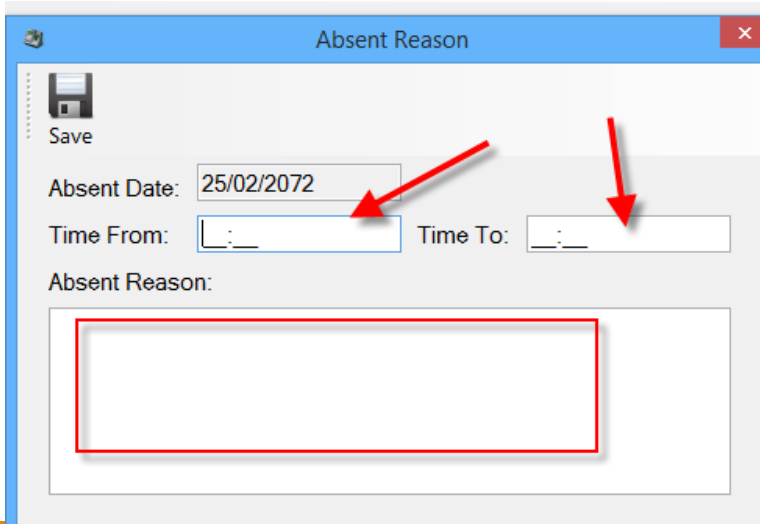
Absent Posting

- Click on Report (Alt +r)
- click on Absent list
- Put the desire date.. And click on **Find to Search**
 - Delete the date and click on FIND, all the absent list will be shown in grid.
- Click on Manage, Put Remarks for Absentees and Put Time in and Time out to Manage the Time



The 'Absent List' window features a search bar with a 'Find' button (indicated by a red arrow) and input fields for 'Employee Name' and 'Date' (indicated by another red arrow). Below the search bar is a table with the following data:

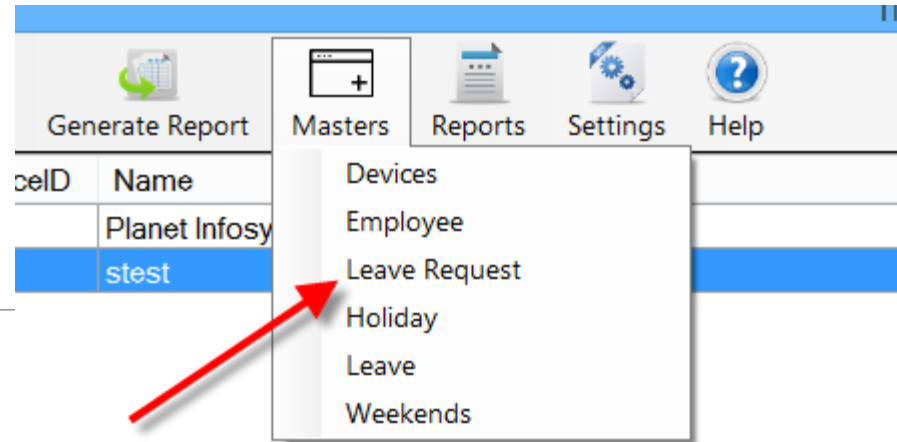
	Employee Name	Att. Date	Remarks	Action
▶ 1	Sunil Maharjan [1]	13/02/2072		Manage
2	Sunil Maharjan [1]	18/02/2072		Manage
3	Sunil Maharjan [1]	21/02/2072		Manage
4	Sunil Maharjan [1]	25/02/2072	Personal Work	Manage
5	Sunil Maharjan [1]	26/02/2072		Manage



The 'Absent Reason' window includes a 'Save' button and input fields for 'Absent Date' (pre-filled with 25/02/2072), 'Time From', and 'Time To' (indicated by red arrows). Below these fields is a large text area for 'Absent Reason' (indicated by a red rectangle).

Leave Posting

- Click on Master Alt + m
- Click on Leave Request
- type Employee Name, Select the Leave type, choose the date
- Click on Save (Ctrl + S)

A screenshot of the 'Leave Request' form. It has a title bar 'Leave Request' with a close button. Below the title bar are icons for Find, Save, Delete, and Refresh. The form contains four input fields: 'Employee Name' (a dropdown menu), 'Leave Type' (a dropdown menu with '--Select--'), 'Leave From' (a date field with '06/03/2072'), and 'Leave To' (a date field with '06/03/2072'). Below these fields is a table with columns: Employee Name, Leave From, Leave To, Days, and Leave Type.

Editing the Leave : Select the Employee name and Click on **Find**
or Clear the date and click on **Find**, it will display all the list

Delete the Leave : Select the desire leave and click on **delete** (Ctrl + d)